

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: MARCH 28, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
STRAINER
WOOD
VANSELOW

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
KENNY
MASON
MERLINO
TAYLOR
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBER ABSENT:

SUPERVISOR LOEB

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 9:33 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Strainer, and carried unanimously to approve the minutes from the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the agenda to the Committee member; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Vogel requested a contract with Info Quick Solutions, Inc. to provide a full service Electronic Document Management System (EDMS) for the operation of the County Clerk's Office for a term commencing upon execution of the contract and terminating after a five year term with the option to renew for an additional five year term, at a monthly fee of \$5,967 plus film storage fees of approximately \$185 to \$200 per month and an 80% rebate on internet sales.

Mrs. Vogel reminded the Committee members this item had been discussed at the previous Committee meeting. She explained this had been a long process beginning with the publishing of the bid on January 26, 2013; the opening of the bid on February 16, 2013; and the receipt of the Bid Tabulation Sheet on February 17, 2013. She noted this was a bid process, as opposed to an RFP (Request for Proposal).

Mrs. Vogel stated that Info Quick Solutions, Inc. from Liverpool, New York had been the lowest responsive bidder and had been in business since 1999. She explained the contract would involve a monthly fee of \$5,967; archival film storage fees of \$1.44 per roll, per year; and an 80% rebate on internet fees collected. She projected the cost of the five year contract to be approximately \$241,108. She explained that due to changes in technology the bid had been very competitive. She informed that this company was currently under contract with 17 Counties in New York State, including Saratoga, Essex, Montgomery, Fulton, Hamilton and St. Lawrence Counties. She advised that Info Quick Solutions, Inc. was experienced in all phases of County Clerk documentation and records management. She noted the company was piloting an e-filing program with Essex County which included the filing of court records. She commented the company was able to offer modules

including a Pistol Permit module, an E-Recording module and a search module for use by the public. Mr. Vanselow asked if the separate modules were included in the cost of the contract and Mrs. Vogel replied affirmatively. Mrs. Vogel mentioned the Department's current Pistol Permit module was a standalone module which would be included in the new system.

Mrs. Vogel stated the current records system contract would expire on June 30, 2013 which gave the Department approximately eight weeks to launch the new system and Info Quick Solutions, Inc. did not foresee any issues with the deadline. She voiced her appreciation to the County Attorney's Office and the Purchasing Department for their assistance in the bid process.

Motion was made by Mr. Strainer and seconded by Mrs. Wood to authorize the contract with Info Quick Solutions, Inc. as outlined above.

Mr. Strainer asked if the EDMS was a new system for the Office and Mrs. Vogel replied affirmatively. Mr. Strainer inquired about the archival film storage fees and Mrs. Vogel explained that in addition to electronic back up of the data, it was also stored on microfilm. She added Info Quick Solutions, Inc. would store the film off site through Iron Mountain in Boise, Pennsylvania. Mr. Strainer asked if the film was stored indefinitely and Mrs. Vogel replied affirmatively noting that the cost of film storage had been included in the projected net cost of the five year contract. A brief discussion ensued.

Paul Dusek, County Administrator, pointed out that Mrs. Vogel had said Info Quick Solutions, Inc. was the lowest responsive bidder and he asked if they were the lowest overall bid. Mrs. Vogel responded there had been one bidder who was lower; however, she continued, upon review of the bid, hidden costs and additional charges were discovered which had not been included in their final figure. Mr. McDevitt commented that would result in a determination of a non-responsive bid. Mr. Strainer asked if the cost of the contract had been budgeted and Mrs. Vogel replied affirmatively noting the cost of the contract was less than the amount budgeted.

Mr. McDevitt called the question and the motion was carried unanimously to authorize the contract with Info Quick Solutions, Inc. as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 19, 2013 Board meeting.*

Mrs. Vogel requested authorization for an agreement between the Warren County Clerk's Office and the Chapman Museum for the loan of historical documents to the museum for the purpose of displaying a Bicentennial Exhibit. She noted the agreement had been reviewed and approved by the County Attorney.

Motion was made by Mrs. Wood, seconded by Mr. Strainer and carried unanimously to authorize the agreement between the Warren County Clerk's Office and the Chapman Museum as outlined above. *A copy of the resolution request form is on file with the minutes and the necessary resolution was authorized for the April 19, 2013 Board meeting.*

Mrs. Vogel requested to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$1,000 to reflect the receipt of occupancy tax funds from the Town of Lake George for the Bicentennial Project.

Motion was made by Mrs. Wood, seconded by Mr. Vanselow and carried unanimously to amend the 2013 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mrs. Vogel requested a transfer of funds in the amount of \$1,000 from Public Records Part-time Salaries (A.1165 130) to County Clerk-Overtime (A.1410 120) to reflect overtime usage due to the increase in Pistol Permit applications and Opt-Out forms. She explained there were currently 150 Pistol Permit applications waiting to be processed and 1,000 Opt-Out forms had been received. She added 250 Safety Course registrations had been received and they were now scheduling courses for July of 2013. She commented there had been approximately \$500 available for overtime in the County Clerk's Budget which had already been exhausted. She noted the County Clerk's Office had 6 months to respond to an applicant for a Pistol Permit.

Mr. Strainer inquired about the Opt-Out form and Mrs. Vogel explained this allowed the licensee to have their name and address removed from the public record. She noted there was a drop box in the Office for Opt-Out forms in order to expedite the process and keep information confidential. Mr. Strainer asked about the fees involved in the Pistol Permit process and which entity retained the fees. Mrs. Vogel replied there was a \$10 application fee which was retained by the County; a \$12 fee for the photograph which was retained by the County; a fee for the Safety Course which was retained by the entity that operated the Course; a fee for fingerprinting which was retained by either New York State or the Federal Bureau of Investigations depending on the vendor used; and a \$3 fee to add or remove a firearm from the Pistol Permit. Mrs. Vogel stated the Office's goal was to service all license holders and new applicants for Pistol Permits.

Motion was made by Mrs. Wood, seconded by Mr., Strainer and carried unanimously to approve the request for a transfer of funds as outlined above and to forward same to the Finance Committee. *A copy of the Request for Transfer of Funds form is on file with the minutes.*

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. Strainer and seconded by Mrs. Wood, Mr. McDevitt adjourned the meeting at 9:58 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist